

Cataloguing Rules  
of the  
Library Association.





## CATALOGUING RULES

OF THE

LIBRARY ASSOCIATION OF THE UNITED KINGDOM.

(*As revised at the Liverpool Meeting, 1883.*)

### Title.

1. Title and imprint entries are to be as far as possible in the language of the title, alterations and additions being enclosed in square brackets.

2. The title is to be an exact transcript from the titlepage, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots ( . . . ). The typography and punctuation of the title need not be strictly adhered to.

3. The titles of books especially valuable for antiquity or rarity may be given in full, with the exact punctuation.

4. In English, initial capitals, are to be given to proper names of persons and personifications, places, bodies, noted events, and periods; to adjectives and other words derived from proper names when they have a direct reference to the person, place, etc., from which they are derived; to the first word of every quoted title of a work; to titles of honour, when standing instead of a proper name (*e.g.*, Earl of Derby, but John Stanley, earl of Derby.)

5. In foreign languages the use of capitals is to follow the local practice.

6. In doubtful cases capitals are to be avoided.

### Volumes, Size, Place, Date, etc.

7. Other particulars are to be given after the title in the following order, those printed in italics being optional:—

(a) The edition as specified on the titlepage.

(b) The number of volumes, if more than one.

(c) *If there be only one volume, the number of pages to be indicated by giving the number of each pagination, connecting the numbers by the sign + ; the same sign added at the end indicating additional unpaginated matter other than advertisements.*



- (d) *The number of separate illustrations, maps, or portraits.*
- (e) *The size.*
- (f) *The place of publication, the place of printing, when different from that of publication, and the publisher's name.*
- (g) *The year as given on the titlepage, but in Arabic figures ; the year of actual publication, if known to be different, being added in square brackets.*

## Contents and Notes.

8. Contents of volumes are to be given when expedient, and in smaller type.

9. Notes explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, to be subjoined when necessary ; tables of contents and notes to be in smaller type.

## Headings.

Books are to be entered—

10. Under the surnames of authors when stated on the title-page, or otherwise certainly known, with the fore-name in brackets ; a name not stated in the book or in a subsequent edition of it to be placed within square brackets, and all anonymous works to have the abbreviation "Anon." added.

11. Under the initials of authors' names when these only are known, the last initial being put first.

12. Under the pseudonyms of the writers, with a cross-reference from the real name when known.

13. Under the names of editors of collections, and under the catch-titles of such collections, with cross-references from the separate items.

14. Under the names of countries and cities, societies, etc., which authorise their publication.

15. Under the first word, not an article, of the titles of periodicals.

16. Under the chief subject-word of the titles of anonymous books, and, where advisable, with a cross-reference under any other noticeable word.

17. Commentaries with the text, and translations, are to be entered under the heading of the original work ; but commentaries without the text under the name of the commentator.

18. The Bible, or any part of it (including the Apocrypha) in any language, is to be under the word "Bible," the separate parts classed in the order of the authorised version, polyglots and original texts coming first, followed by English translations ; the other versions in alphabet of names of the languages.

19. The Talmud and Koran (and parts of them) are to be entered under those words ; the sacred books of other religions are to be entered

under the names by which they are generally known ; cross-references to be given from the names of editors, translators, etc.

20. Service and Prayer-Books used by any religious community are to be placed under the head of Liturgies; with a sub-head of the religious community.

21. Books having more than one author or editor are to be entered under the one first-named in the title, with a cross-reference under each of the others.

22. Names of translators, commentators, editors, and preface writers, if they do not occur in the titlepage, may be added within square brackets, a cross-reference being made in each case.

23. The respondent or defender of an academical thesis is to be considered as the author, unless the work unequivocally appears to be the work of the præses. It should be noticed that sometimes the respondent and defender are joint authors.

24. Reports of civil actions are to be entered under the name of the party to the suit which stands first on the titlepage. Reports of Crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

25. Catalogues are to be entered under the name of the institution, or owner of the collection, with a cross-reference from the compiler.

26. Noblemen are to be entered under the title, except when the family name is better known, a cross-reference under the title being made in every case.

27. Ecclesiastical dignitaries, unless popes or sovereign princes, are to be entered under their surnames ; the highest title to be added, with a cross-reference from the title employed in the book.

28. All persons generally known by a fore-name are to be so entered, the English form being used in the case of sovereigns, popes, ruling princes, Oriental writers, friars, and persons canonised.

29. Married women, and other persons who have changed their names, to be put under the name best known, with a cross-reference from every authorised name.

30. In the heading of titles, the names of authors are to be given in full, and in their vernacular form ; authors, generally known under their Latin or Latintized name, are to be entered under those names, the vernacular name being added after the first entry, and a cross-reference being made.

31. English and French surnames beginning with a prefix (except the French *de* and *d'*) are to be recorded under the prefix ; in other languages, under the word following.

32. English compound surnames are to be entered under the last part of the name ; foreign ones under the first part, cross-references being given in all instances,

33. When an author has been known by more than one name, references should be inserted from the name or names not used as headings to the one used.

34. A society is to be entered under the first word, not an article, of its corporate name, with references to any other name by which it is known, *and from the name of the place where its headquarters are established.*

### Miscellaneous.

35. The heading is not to be repeated ; a single indent or dash indicates the omission of the preceding heading or title. A dash following a number signifies continuation.

36. Entries under the surname only are to precede fuller entries under the same name ; where the initials only of the fore-names are given, they are to precede full entries with the same initials.

37. Abbreviated prefixes, such as M<sup>r</sup> and Mc, S., St., Ste., Messrs., Mr., and Mrs., are to be arranged as if written in full, Mac, Sanctus, Saint, Sainte, Messieurs, Mister, and Mistress.

38. The works of an author are to be arranged in the following order :—

(a) Collected works.

(b) Partial collections.

(c) Individual works in alphabetical order of titles, under the first word, not an article or a preposition having the meaning of "concerning".

Translations are to follow the originals in alphabetical order of languages. General cross-references are to come last.

Cross-references are to be given from the subjects of biographies or of books illustrating the lives and works of individuals to the writers.

40. The order of alphabetization is to be that of the English alphabet.

41. In composite headings the first word is alone to be considered.

42. Names of persons are to precede similar names of places.

43. Titles in foreign characters may be transliterated.

44. The German ä, ö, ü, are to be arranged as if written out in full, ae, oe, ue.

45. Arabic figures are to be used rather than Roman ; but Roman figures may be used after the name of sovereigns, princes, and popes, and may be used to designate the number of a volume, followed by a page-number.

46. Designations are to be added to distinguish writers of the same name from each other.

47. Prefixes indicating the rank or profession of writers may be added in the heading, when they are part of the usual designation of the writer.

48. The languages in which a book is written are to be stated, when there are more than one, and the fact is not mentioned in the titlepage.









